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Community Road Safety Assistance Program

Federal FY 1995

GOVERNMENT DOCUMENTS
COLLECTION

DEC 1994

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Governor's Highway Safety Bureau
100 Cambridge Street, Room 2104
Boston, MA 02202

William F. Weld
Governor

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Director

943/405

Introduction.....

*Thank you for your interest in the Governor's Highway Safety Bureau's
Community Road Safety Assistance Program for Federal FY 1995.*

Approximately two-thirds of all fatal motor vehicles crashes occur on secondary and local roadways in the Commonwealth. Often these crashes could have been avoided or reduced in severity had advanced road safety equipment been used to minimize or eliminate roadway hazards. These types of roadways are often maintained by smaller cities and rural/suburban towns with limited resources to undertake road safety countermeasures.

The goal of this program is to assist eligible communities to obtain advanced road safety equipment to improve the safety of their roadways. Communities most likely to receive grants from this program are those that clearly identify roadway hazards and propose effective countermeasures using the equipment covered by the program. The Bureau will give preference to those communities who plan to use the equipment as part of a comprehensive traffic safety approach to their roadway hazards.

In Federal FY 1995 (October 1, 1994 to September 30, 1995), the program has approximately \$160,000 available for grants. **The application period for the program for Federal FY 1995 will be from September 16 - October 21, 1994. Grant awards will be made on or before December 2, 1994.**

Please carefully review this program booklet to be certain your grant application meets all program requirements. No applications will be returned for additional information or revisions. After carefully reviewing this booklet, if you have any questions about the program or your application, please contact the program manager, Brook Chipman, at (617) 727-5073 x107.

Eligible Road Safety Equipment.....

Work Zone Safety Kit or Emergency Response Kit

These kits increase the visibility to motorists of workers in road construction/maintenance areas or public safety personnel responding to roadway emergencies. These kits may include the latest versions of the following items: traffic cones, warning signs and supports, safety vests, portable barricades, and arrow boards. Personal items such as boots, gloves and rain gear are not eligible. An application must include a summary of the community's current work zone safety or emergency response policies or procedures. It must also describe any work zone safety or emergency response training it recently has done or participated in, and/or any training it would do upon acquiring a kit.

Pavement Stripers or Retro-Reflective Tape

This equipment helps a community to maintain the traffic control markings that make its roads safer for all roadway users. An application must contain the specific model of striper sought or the total yard measurement of tape needed. It must also include a list of crosswalks, intersections, parking lots, and/or streets to be striped or taped 90 days after receipt of the equipment.



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The Bureau encourages smaller communities to join together to share one pavement striper. The two or three communities that submit a joint application should have firm commitments from each other to meet the insurance, maintenance, and training demands of such a cooperative arrangement. For further information on multi-community grants for pavement stripers, please contact the program manager, Brook Chipman, at (617) 727-5073 x107.

Retro-Reflective Tape for Road Service or Emergency Vehicles

This tape helps to improve the conspicuity of vehicles that must make frequent stops and operate at night and in inclement weather. An application must provide the total yard measurement of tape sought and a list of vehicles that would receive the tape (identify by plate numbers). The application must also contain a description of the community's current fleet safety program — especially any safety belt use policy.

Roadside Delineators

These retro-reflective posts and signs are critical safety devices for assisting drivers on rural roads with little or no street lighting. An application must provide the number of delineators sought and a list of the roadways where they would be installed. A brief review of the community's long-term plans to address the condition of the roadway(s) in question must also be included in the application. The delineators must be installed 90 days after they are received and may not be kept in inventory.

Warning and Regulatory Signs, including Posts

These types of signs provide critical traffic control messages to maintain a smooth flow and mix of all roadway users. A community must show in its application that it has a systematic program to bring all its signs into compliance with the current Manual of Uniform Traffic Control Devices (MUTCD) codes and with those of the Americans with Disabilities Act. An application must also detail the exact number and type of signs and posts needed and the locations where they would be installed. Permits must be obtained for signs that require them and all local/state/federal regulations must be complied with. Signs may only be used on roads that are off the Federal Aid System. Street name signs are not eligible for funding under this program. Only signs included in the MUTCD are eligible. The signs must be erected 90 days after they are received and may not be kept in inventory.

School Zone Safety Signs or Pedestrian/Bicycle Signs

These signs greatly enhance the safety of the specific areas of the roadway where they are placed. **An application for these types of signs must contain all the elements detailed above for warning and regulatory signs.** A commitment by the community's roadway safety manager to restripe the pavement markings in the areas that would receive the signs must also be included in the application. Both the upgrading of older flashing school zone signs or the purchase of new ones are covered by this program. Small-scale pedestrian islands and barriers, visual pedestrian crossing signals (even audible signals for the physically challenged), and crosswalk cones and barrels are also eligible. The signs must be erected 90 days after they are received and may not be kept in inventory.

Vandal Resistant Sign Fasteners

The safety of all roadway users is significantly diminished when traffic signs are stolen. An application for this equipment must provide the number of fasteners needed and the approximate location of the signs to receive them. The fasteners must be installed 90 days after they are received and may not be kept in inventory.

Priority Control System Emitters

Emergency vehicles use priority control systems to gain command over signalized intersections to increase their response times, without endangering other roadway users. Due to the high cost of acquiring these systems, any grant from the program could only pay for the emitters that are mounted in emergency vehicles. A community in need of emitters must document in an application that its priority control system would be active no less than 120 days upon receipt of the grant. The application must also contain a description of the community's current fleet safety program — especially any safety belt use policy.

Roadway Management Software

This software assists roadway safety managers to better monitor the condition of their community's infrastructure, enabling them to be more proactive in dealing with roadway hazards. A community's application for this equipment must demonstrate its ability to fund the necessary data collection required to use the software. Computer hardware and data collection work may not be purchased through this program.

The purchase of other small-scale road safety equipment not listed above may be funded under this program contingent upon the approval of the Federal Highway Administration. Prior to submitting an application for any such equipment, please contact the program manager, Brook Chipman, at (617) 727-5073 x107.

Application Information.....

- The program accepts applications from **September 16, 1994 - October 21, 1994.**
- A community may not receive a grant under the same equipment category within a ten-year (10) period, without the approval of the program manager.
- Grants are typically in the range of \$3,000 to \$6,000 and may not cover delivery, labor, or training charges. Grants over \$6,000 are funded at a Bureau/community hard-dollar matching ratio of 80/20%.

Example: \$10,000 equipment cost = Bureau share of \$8,000 (80%) and community share of \$2,000 (20%).

- A separate application must be completed for each category of equipment sought by a community (you may photo-copy the application below).

4.

- The project director is the person who completes the application, who is responsible for carrying out the activities described within the application, and who seeks reimbursement for approved grant expenditures. The project director must be someone qualified to enter the community into a grant relationship with the Bureau (i.e., DPW manager, police chief, fire chief, town manager, school superintendent, etc.).
- The mayor or chair of the board of selectman for a community **and** the project director must sign the application where requested.
- Communities within the jurisdictions of community/regional traffic safety programs (CTSP) funded by the Bureau must submit their applications in conjunction with the Bureau's representatives for these CTSP's. The Bureau's CTSP reps will contact the roadway safety managers of the communities they represent shortly after this booklet is distributed. As stated in the introduction section above, preference will be given to applications from communities whose problem solutions reflect a comprehensive traffic safety approach. CTSP's involve some or all of these community members: police, fire, schools, DPW or highway department, businesses, the media, and community activists and groups. The sample problem statement/problem solution below contains a brief example of a comprehensive traffic safety approach.

CTSP Communities: Boston; Amherst, Belchertown, Easthampton & Pelham; and Burlington, Chelmsford, Tyngsboro, Westford & Wilmington.

- An application must include the following two attachments:

1. PROBLEM STATEMENT/PROBLEM SOLUTION

A problem statement describes a current or anticipated roadway hazard that would justify the acquisition of equipment covered by the program. A problem solution details how the equipment would eliminate or reduce the hazard, as well as any related efforts that would be undertaken by the community. The problem statement/problem solution must be attached to the application form along with an introductory letter on the letterhead of the community. A sample problem statement/problem solution is provided below.

IMPORTANT: Specific information that must be included in the problem solution for each type of equipment is described in the equipment categories above. Please be certain to include this information in the problem solution.

A problem solution must also contain a community's plan to publicize the grant as follows:

- ^ The community must issue a news release announcing its receipt of the grant based on a sample release included with all grant award letters.
- ^ The community must cooperate with the Bureau in organizing a public event to recognize the installation or first use of the equipment. The project director must inform the Bureau in writing, at least one week in advance, of the anticipated arrival of the equipment in the community. Future grants to a community from this program will be contingent upon the community's cooperation with the Bureau in promoting the grant.

2. VENDOR'S QUOTE

Each application must include one vendor's quote that contains a detailed description of the equipment sought, with unit costs (if applicable) and a total cost.

If you have any questions regarding your application, please contact the program manager, Brook Chipman, at (617) 727-5073 x107. All applications must be received by October 21, 1994 at the address below:

**Brook Chipman, Program Manager
Community Road Safety Assistance Program
Governor's Highway Safety Bureau
100 Cambridge St., Rm. 2104
Boston, MA 02202**

We will send you a letter to confirm the receipt of your application.

Grant Management Process.....

Communities that receive grants will be sent a standard state contract to sign. When the contract for a community is complete, the project director will receive notification that he/she may acquire the equipment. The purchasing guidelines of a community, in addition to those required by the state and federal government, must be followed. All grants are funded on a reimbursement basis only. Any equipment that a community purchases prior to receiving notice that its contract is complete will be ineligible for reimbursement. All reimbursement requests for grant expenditures under the program are ultimately subject to the availability of federal funds. Only those grant expenditures described in the contract are reimbursable.

In order to receive reimbursement for an equipment purchase, the following documentation must be submitted to the Bureau by the project director **by June 30, 1995:**

- A written statement on the community's letterhead from the project director that the equipment was received complete and in good working order.
- A copy of the final invoice(s) for the equipment.
- A copy of the canceled check(s), front and back, used to pay the vendor for the equipment. The copy of the check(s) must show it was processed through the banking system, not just stamped for deposit by the vendor.
- A copy of the news release issued by the community on its letterhead that announces its receipt of the grant. A list of the media outlets the release was sent to must also be included, along with any subsequent news clips, if available. The release should be sent to all newspapers, cable, radio and TV stations that cover the community.

Reimbursement usually takes up to 45 days following the receipt and approval of the above documentation. The Commonwealth will only mail the check to the city or town treasurer. It is the responsibility of the project director to make certain the reimbursement check to the community is directed to any specific account.

Communities are expected to keep records indicating the use and upkeep of the equipment purchased under this program. The Bureau reserves the right to conduct monitoring visits to verify the receipt and proper use of equipment obtained through this program for a one-year period following the award of the grant.

9/14/94

**Governor's Highway Safety Bureau's
Community Road Safety Assistance Program - Federal FY 1995**

APPLICATION

City/Town _____ Department _____

Address _____ ZIP code _____

Equipment Category _____ Project Cost \$ _____ *

* If project cost exceeds \$6K, provide 80% Bureau share \$ _____ and 20% Community Share \$ _____

✓ Those signing below agree to comply with the federal rules and regulations listed below and the grant management requirements described in the current program booklet:

- Chapter 4, Section 402, of U.S.C. 23;
- 49CFR 18, A-D, "The Common Rule;"
- OMB Circulars A-87, A-102 and A-128;
- and all other policies and procedures issued pursuant thereto by the Federal Government

These federal orders referenced above are normally on file with the board of selectman and/or the person in your city/town responsible for the approval/administration of federal grants.

Name & Title of Mayor/Chair of Board of Selectman _____

Signature _____ Date _____

Name & Title of Project Director _____

Signature _____ Date _____

TEL # () _____ FAX # () _____

Please attach to this application the following information:

- Problem Statement/Problem Solution and any supporting documentation
 - Vendor's quote
 - Introductory cover letter

Please mail this application to the address below:

**Brook Chipman, Program Manager
Community Road Safety Assistance Program
Governor's Highway Safety Bureau
100 Cambridge St., Rm. 2104, Boston, MA 02202**

**Town of Sampleville
PO Box 345
Sampleville, MA 01234
(413) 123-4567**

PROBLEM SOLUTION/PROBLEM STATEMENT

Problem Statement

The Town of Sampleville is in Franklin County. It has a population of 1,235. It is primarily a farming community, but an increasing number of its residents work outside the town.

The Highway Department has two employees and a budget of \$190,000.00 (including salaries). The town has 49 miles of roadway. The department maintains about 90 percent of the town's total roadway. The state maintains Route 321, that runs through the town and its business center. There are about a dozen dirt and gravel roads controlled by the town.

The terrain of the town is hilly, so most of the local roads are quite steep and winding. Few of these roads have street lighting. The department has received a number of complaints about the difficulty of operating on these unlighted roadways at night. The town's police reported three motor vehicle crashes in the last year on a particularly winding, unlighted stretch of County Road (see attached newspaper article on recent crash).^{*} Out-of-town drivers often use this road to avoid a bridge reconstruction project on Rt. 321.

Problem Solution

To address this roadway hazard, the department is seeking a \$4,100.00 grant from the Bureau to fund the installation of about 120 roadside delineators on County Road and other town roads with similar conditions. A complete list of roads that would receive the delineators is attached.^{*} To increase the impact of the grant on this problem, around the time we would install the delineators the department would repaint all the pavement markings on County Road.

Other community awareness efforts that the town would undertake to address this problem:

- The town's police department would commit to increasing its traffic patrols on County Road to attempt to reduce speeding (see attached letter from chief).^{*}
- The school department would remind students in their homeroom sessions of the need to be extra cautious walking or driving on County Road. They would also briefly describe the town's efforts to improve safety on the road through the grant.
- As required by the grant program, the town would announce the receipt of the grant with a news release to all media outlets that cover our community. Also, we would be willing to work with the Bureau to organize a ceremony to recognize our community's efforts to upgrade the safety of County Road. We would invite town officials and our State Representative and State Senator to the event.

^{*} Copies of these items were not provided for this sample.

